

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: PRELIMINARY / FOLLOW UP INVESTIGATIONS

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I. Purpose

To provide guidelines for the collection of information during the initial investigations of an incident and for the proper recording of such information on department reports.

II. Statement of Policy

It shall be the policy of the Covington Police Department for the Patrol Division to be responsible for conducting preliminary investigations of all incidents and categories of crime. Patrol officers shall follow the procedures outlined in these directives when conducting preliminary investigations.

III. Preliminary Investigations

A. Upon arrival at scene, the officer shall observe all the conditions, events and remarks, to include:

1. Providing aid to the injured.
2. Determining if an offense has actually been committed and if so, the nature of the offense.

B. Locate and identify witnesses.

1. Full name.
2. Home address.
3. Telephone number.

C. Maintain the crime scene and protect the evidence.

D. Interview the complainant, victims and witnesses

1. Obtain information on suspects (name, address, physical description).
2. Determine what information is known by witnesses, victim or complainant;

3. Furnish other field units with the description, method and direction of flight and other relevant information concerning wanted persons or vehicles.
- E. Arrange for the collection of evidence.
1. Notify investigators (if necessary) to collect evidence and photograph the scene.
 2. Collect evidence if there is no need to notify investigators.
- F. Affect the arrest of the criminal or suspect.
- Determining the identity of suspects and effect an arrest if it can be accomplished at the scene or through an immediate pursuit.
- G. Interview the suspect.
1. Read Miranda warning.
 2. Use field interview technique.
 3. Take suspects into custody and turn over to investigator.
- H. Complete an incident report.

IV. Follow- Up Investigations

- A. Follow-up investigations shall be the primary responsibility of the Investigative Division. However, patrol officers who acquire additional information on incidents should complete a supplemental report or forward the information to investigative personnel.
- B. The following incidents require immediate notification of investigative personnel by the Patrol Supervisor:
1. Homicide.*
 2. Aggravated assault.
 3. Armed robbery.
 4. Burglary (where latent prints or other physical evidence is available or where the theft amount exceeds \$5,000.00).
 5. Rape.
 6. Suicide.*

* Requires notification of the coroner.

- C. The Investigative Division has developed an investigative follow-up report form, which is to be completed by the reporting officer in certain cases. Cases involving rapes, burglary, robberies, homicides and drug cases are to have a

follow-up report attached to the incident report. When completing the investigative follow-up report forms, the following information should be included:

1. Names, addresses, and phone numbers of witnesses and other who may have pertinent information regarding the case.
2. Statements of victims, witnesses and officers.
3. A list of items stolen, such as serial numbers, if available.
4. Suspect's name, address, and pertinent information relating to his being a suspect. (Note: In those incidents involving rape or juveniles, do not list names on the incident report. They can, however, be listed on the investigative follow-up report. In addition to the above, put only the street name and not house number on the incident report when referring to any rape victim and/or juvenile.

V. Field Interviews

- A. An important aspect of preventive patrol is the conducting of field interviews. Field interviews shall be a primary responsibility of the patrol and investigative divisions.
- B. The results of the field inquiry; identification, information and crime prevention, are best achieved through an open, professional approach. Indiscriminate stopping and questioning of citizens represents both a misuse of police authority and an infringement upon the personal liberty of citizens. Each person questioned must, in the judgment of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty, or for the sake of showing some activity for the record, is not in keeping with the intent or spirit of the field interview.
- C. The following factors will be considered when making a field interview.
 1. Personal appearance of suspect.
 2. The area (business district, residential, slum area, heavy drug traffic area, etc.)
 3. Time of day (morning hours, late at night, daytime).
- D. Officers should conduct a field interview whenever they observe persons who do not fit the area or the time, persons acting in a suspicious manner, and those who are loitering.

- E. Whenever an officer conducts a field interview, he should notify the dispatcher of his location and the proper code (10-37 person). The officer shall complete a field interview card on the person. The field interview card will be turned in upon completion of tour of duty and forwarded to CID for entry into the Spillman database.
- F. The officer should make every effort to utilize the digital in-car camera system to capture the interview for future needs.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police